

Virginia 21st Century Community Learning Centers (CCLC) Grant Program Monitoring

**New Cohort Institute
October 7-8, 2008**

Why Monitor?

- Federal government requirement
- Need for continuous improvement
- Compliance with reporting requirements
- Early identification of promising practices
- Opportunity to share experiences
- Identification of needs for technical assistance
- Financial accountability

Forms of Monitoring

- On-site visits
 - Interviews
 - Observations
- Online reporting by grantee
- Phone contacts
- Survey of participants and other stakeholders
- Review of financial records
- Monthly/quarterly reports

On-Site Monitoring

- For compliance with federal and state law
- Conducted by VDOE
- During second year of grant
- Submission of corrective action plan
- Follow up on corrective action

Virginia's 21st CCLC On-Line Monitoring Tool

- Easy to complete
- Voluntary completion at any time
- Required completion in third year of operation
- Multiple sessions for data entry
- Collection of valuable information
- Requests quantitative and qualitative data
- Useful as a self assessment
 - Program compliance
 - Program quality

On-Line Monitoring Tool

Instructions for Accessing the GMD

- Go your grant's login on PPICS at <http://ppics.learningpt.org/ppics/index.asp>
- Log in, using the username and password affiliated with your grant (if you have more than one grant, they each have separate usernames and passwords)

On-Line Monitoring Tool

Instructions for Accessing the GMD

- On the PPICS Home page, scroll down to the Other Resources section
- Click on SMS System at CREP
- A new window will open to your SMS Home page

On-Line Monitoring Tool

Instructions for Accessing the GMD

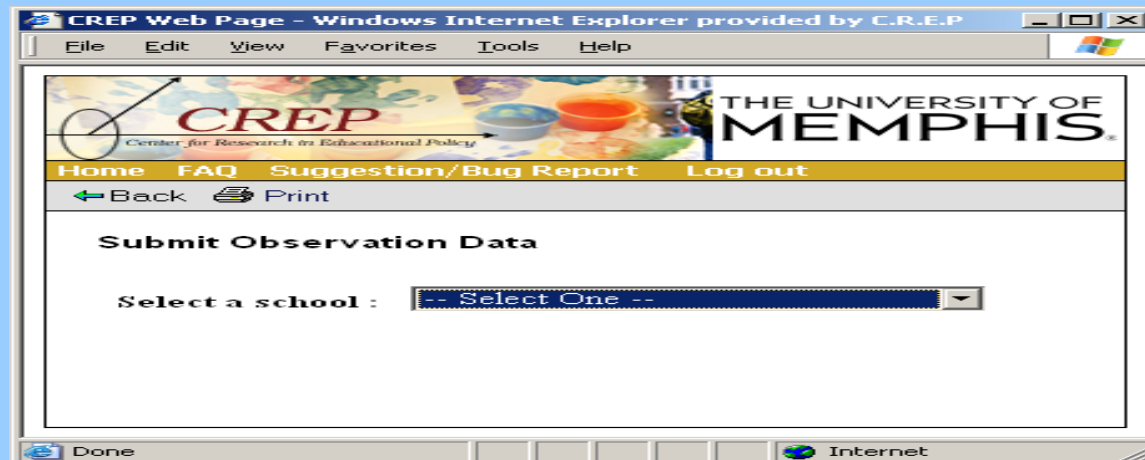
- Click on the Submit Observation Data link – if you have previously saved the data as a draft you can choose to Submit Data with a Draft number



On-Line Monitoring Tool

Instructions for Accessing the GMD

- Select the appropriate school from the drop-down menu




On-Line Monitoring Tool

Instructions for Accessing the GMD

- Click on **Select** to complete the GMD

CREP Web Page - Windows Internet Explorer provided by C.R.E.P.

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Center for Research in Educational Policy

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Submit Observation Data

Select a school :

	Instrument	Version	Year	Observation Name
<u>Select</u>	GMD	Grantee Monitoring Document for VA 21st CCLC	2007 - 2008	VA 21st CCLC - GMD (2007 - 2008) test for new version

Done Internet



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Grantee Monitoring Document

School Name: A. P. Hill Elementary School

Observer Name: Grantee Name Here

City: Petersburg

Observation Date: * (MMM dd, yyyy)

State: VA

Today's Date: Apr 27, 2007

INSTRUCTIONS: As the recipient of federal funds for 21st CCLC, the VDOE is responsible for monitoring its grantees' activities and compliance with program requirements.

The purpose of this form is to help identify the strengths and challenges of your program and to identify areas where technical assistance from the state may be helpful to enhance the achievement of objectives you described in your grant proposal.

Operational Information: (Note: Your responses will be listed verbatim in the report.)

1. First Day of Operation

2. Number of Hours Per Day of Services

3. Total Number of Hours Per Week of Services

4. Date Annual Performance Report Completed and Certified in PPICS

Summer Program

1. Was a Summer Program Operated?

- ☐ Yes
☐ No

Summer Program Dates (Note: Your responses will be listed verbatim in the report.)

1. Please indicate the Dates of Summer Program Operation
(_____ through _____)

Financial Management

1. Have reimbursements been submitted and claimed during each quarter in which program expenses occurred?

- ☐ Yes
☐ No

Identifying Information

- School division/community-based organization
- School served
- Person completing tool
- Date
- School year of operation

Operating Information

- First day of operation
- Hours per day
- Hours per week
- Dates documents/reports submitted
- Summer program information

Other Requirements

- Financial management
 - Regular reimbursements claimed
 - Last reimbursement request
- Program Quality Self-Assessment for Continuous Improvement Planning Tool
 - Completed
 - Date completed

Program Implementation

- Participation Information
 - Actual enrollment (figure and range)
 - Average Daily Attendance (figure and range)

Program Implementation

- Program design

- Any changes
 - Approval from VDOE obtained
 - Description of changes if they have not yet been approved and reasons for changes

- Staff to student ratio

Program Description

- Strongest aspects of program
- Proportion of program time devoted to each objective
- Frequent adult activities
- Reading or language arts improvement strategies
- Mathematics improvement strategies

Program Description

- Strategies to communicate with classroom teachers
 - Type
 - Frequency
- Challenges in fully implementing program
 - Type
 - Degree of challenge (not, somewhat, major)

Partners

- Contributions
 - Type
 - Extent

Success

- Describe the biggest success within the program
 - Activity
 - Partner
 - Communication with teachers, parents, community
 - Other

Questions or Concerns

- State Department of Education can be alerted to concerns or questions
- State Department of Education can provide answers as well as offer technical assistance, as appropriate

Questions and comments?

Contact Information:

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